

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]



## ASSOCIATION CONFERENCE

[Conference Dates | Location]

[Date]

[Industry Leader's Full name]

[Address]

Dear [Last name]:

I hope this letter finds you well. I am writing on behalf of [Your Organization] and our upcoming event, [Event Name], which will be held on [Event Date] in [Event Location]. We are excited to invite you to join us as a featured speaker at this event.

[Provide a brief introduction to your organization and the event, highlighting its value proposition, goals, and objectives.]

Our event focuses on [Briefly describe the main theme or topics of the event] and is expected to draw a diverse audience of professionals and experts in the [Relevant Industry or Field]. We believe that your expertise, experience, and insights would be of great value to our attendees.

Here are some key details about your participation:

**Presentation Topic:** You have the flexibility to choose a presentation topic that aligns with the event's theme and objectives. We encourage presentations that are engaging, informative, and relevant to our audience.

**Session Format:** Keynote address in our main ballroom auditorium to all [xx,xxx] attendees with professional A/V and recording for post-event usage.

**Time Allocation:** The typical speaking slot is [Specify the duration], which includes [Mention any Q&A or interactive session you may want to include].

**Logistics and Support:** We will provide all necessary logistical support, including travel arrangements, accommodations, and any audio-visual equipment you may require for your presentation.

**Travel:** We would be happy to cover the cost of your flight and hotel.

**Benefits:** We host a speaker and VIP luncheon where you would be a special guest.



+123-456-7890  
+123-456-7890



www.yourorg.org  
hello@yourorg.org



123 Anywhere St., Any City,  
ST 12345



## ASSOCIATION CONFERENCE

[Conference Dates | Location]

**Please contact us right away.**

If you are available and interested in participating as a speaker, please let us know at your earliest convenience.

**[Your Email Address] or [Your Phone Number].**

We are happy to discuss any questions, concerns, or specific arrangements you may have.

As a speaker at [Event Name], you would have the opportunity to [Highlight what the speaker can gain from participating, such as exposure, networking, knowledge sharing, etc.]. We are confident that your unique perspective and contributions would greatly enrich the event.

We believe that your involvement would contribute significantly to the success of our event and provide valuable insights to our attendees. Your voice and expertise are highly respected in our industry, and we would be honored to have you as part of our distinguished lineup of speakers.

Thank you for considering our invitation. We sincerely hope you can join us in making [Event Name] a memorable and enriching experience for all attendees.

We look forward to the possibility of your participation and the opportunity to showcase your insights at our event. Your expertise is highly valued, and we are excited about the prospect of working together.

Sincerely,

[xxxx], Chair

Association Conference



*Quote from a survey response  
requesting this person to  
speak at the event.*

- name



+123-456-7890  
+123-456-7890



www.yourorg.org  
hello@yourorg.org



123 Anywhere St., Any City,  
ST 12345